

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
APPRENTICE

DEFINITION:

Under immediate supervision, to participate in an apprenticeship training program in an apprenticeable skilled trade; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Participates in an apprenticeship training program in an apprenticeable skilled trade;
- Works under close technical supervision in learning to perform and in performing the required number of hours for each work process as established in the applicable trade standards;
- Learns to use and uses tools, equipment, and materials pertinent to the trade;
- Receives mandatory technical instruction in appropriate apprenticeship courses at a community college, completing a minimum of 160 hours of approved classes per year;
- Assumes increasing responsibility for successful performance of required work processes with a minimum of supervision;
- Acquires any licenses required for advancement to the journey-level class.

ADVANCEMENT:

- Appears before the Joint Apprenticeship Committee every six months for a review of record;
- Advances to each successive six month period if the recommendation of the Committee and the appointing authority is favorable based on work and academic performance;
- Advances from grade to grade and from Apprentice to journey-level class without Civil Service examination.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No specific education or experience is required. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.